

Finding #1 County Code bidding and quotation requirements were not always followed.

For the 1998 payments reviewed, these vendors received the following payments relating to orders which should have been formally bid:

<u>Vendor</u>	<u>Description</u>	<u>\$</u>
Medic Rescue Health Care	Oxygen	\$106,069.50
Paper Products Co., Inc.	2 orders/ Liners and Gloves	93,574.23
Tri-State Hospital Supply	Laundry liners	49,900.04
Associated Cleaning Consultants	Window cleaning	39,000.00
Global Imaging	8 orders/ Copiers	29,205.97
BT-Office Products	Solarium Furniture	18,847.16
Burrows Co.	Gloves	15,392.00
Surco Products Inc.	Enzomatic	13,500.00
Hill-Rom	Hospital Beds	11,547.36
United Safety (5 year proposal)	Air handling system cleaning	<u>4,989.00</u>
	18 orders	<u>\$382,025.26</u>

For the 1998 payments reviewed these vendors received payments which were incorrectly claimed to be exempt from price bids or quotes:

<u>Vendor</u>	<u>Description</u>	<u>\$</u>
Claimed to be purchased under the PA State Piggybacking Program-		
Druzak Medical Inc.	Disposable Briefs	\$448,860.40
Friedrich Air Conditioning	4 Orders/Air Conditioners	21,128.00
Nationsbanc	Office Funiture	10,948.04
Claimed to be purchased under the Veteran Affairs Federal Contract-		
Continental Health Equipment	Orthoderm mattress	70,800.00
Claimed to be purchased under nonprofit cooperative hospital service association-		
Abbott Labs	3 orders/ IV pumps	30,870.08
The Medical Center	4 orders/ medical supplies	<u>14,428.31</u>
	14 orders	<u>\$597,034.83</u>

For the payments reviewed these vendors received the following payments relating to orders between \$4,000 and \$10,000 which did not have the required three documented price quotations:

<u>Vendor</u>	<u>Description</u>	<u>\$</u>
Elliot Electric Supply Co.	3 orders/ electrical supplies	\$ 18,670.49
Scale-Tronix	Bed scale	10,110.75
Grafner Brothers, Inc.	Employee recognition program	9,644.00
Browning - Ferris	Infectious waste removal	7,104.44
United Safety	Fire hazard control services	6,373.00
Universal Hospital Services	T- pumps	4,260.00
Global Imaging	Copier (5 year lease- 68.49/month)	<u>597.56</u>
	9 orders	\$ <u>56,760.24</u>

For the payments reviewed, the following vendor received payments relating to orders between \$4,000 and \$10,000. These orders had 3 price quotations on file. However the highest priced vendor was selected. There was no reason documented for not selecting the lower priced vendors.

<u>Vendor</u>	<u>Description</u>	<u>\$</u>
Medi-Man Rehabilitation	5 orders / patient scale lifts	\$ <u>27,748.00</u>

Questionable Item:

Ray Brenner was paid over \$4,000 on 3 occasions in 1998 without 3 documented price quotations. Per review of invoices and purchase orders, it appeared on 3 occasions multiple invoices and purchase orders were dated on the same day totaling over \$4,000 for each day; 5 invoices dated December 27, 1997 totaling \$8,032, 3 invoices dated June 12, 1998 totaling \$4,947.80, and 4 invoices dated September 4, 1998 totaling \$5,398.48. These appeared to be 3 projects each requiring quotes.

Recommendation: We recommend that:

Assurances be made to guarantee that the Beaver Valley Geriatric Center is in compliance with the County Code and all applicable laws and regulations. Also, when claiming an exemption assurances must be made that the Center is eligible for that exemption and that the purchase is properly classified.